



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Staff Services Analyst (*PENDING DPA BUDGET APPROVAL*)

SALARY:	\$2817-\$4446	POSITION NUMBER:	363-630-5157-002
TENURE*/TIME BASE: (Example: Permanent/Full-time)	Permanent/Full-time	FINAL FILING DATE:	April 20, 2009

Are you looking for a fabulous place to work where teamwork is a way of life? The Department of Personnel Administration is it! We are looking for an enthusiastic and talented individual to join our team. DPA offers convenient transportation options, including light rail, pre-tax parking, on-site ATM, shopping and a variety of nearby restaurants. This position is excluded from Collective Bargaining and receives enhanced benefits.

DUTIES:

Under supervision, you will be responsible for supporting our program with technical and automation needs related to the Classification and Compensation Division's (CCD) core business and strategic plan. Your position interacts with DPA programs on a broad range of issues related to personnel management, systems development, planning, training and CCD's specific technological needs. You will:

- analyze and maintain automated office systems including Microsoft Sharepoint and content management software
- work with subject matter experts to document and analyze internal workflow processes
- document and research software for division and prepare recommendations on technology solutions
- track the status of projects and communicate changes to staff, managers and stakeholders
- perform special project work for the department and consultative and analytical staff services assignments
- assist in a variety of personnel management activities, such as classification studies and desk audits
- participate in the Human Resources Quality Review
- assist Labor Relations with classification items in meet and confer sessions
- develop and maintain a reporting system to compile workload metrics for CCD management
- provide demonstrations, training and guidance to CCD and DPA staff for all modified and new systems
- design CCD forms using Word or InfoPath

DESIRABLE QUALIFICATIONS:

Strong writing, analytical, communication, and customer service skills; ability to reason logically and creatively; strong time-management and organizational skills.

WHO MAY APPLY:

Candidates currently in the classification of Staff Services Analyst, currently on a list, or who have transfer eligibility. Surplus employees are encouraged to apply. **Applications will be screened and only the most qualified will be interviewed.**

Questions regarding this position can be directed to Dave Rechs at (916) 327-1440 or daverechs@dpa.ca.gov.

SUBMIT APPLICATIONS/RESUMES TO:

Linda Flanagan
Department of Personnel Administration
Classification and Compensation Division
1515 S Street, Suite 400
Sacramento, CA 95811

Please write RPA #09-030 on std. 678 application

(*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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